



USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

**Solicitation for Cooperating Country National (CCN)
Personal Services Contract (PSC)
Supervisory Financial Analyst
FSN -12**

I. GENERAL INFORMATION

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| 1. ELIGIBLE OFFERORS | ALL SOURCES |
| MUST DEMONSTRATE LEGAL ELIGIBILITY TO WORK IN SOUTH SUDAN | |
| 2. SOLICITATION NO.: | 72066821R00001 |
| 3. ISSUANCE DATE: | November 12, 2020 |
| 4. CLOSING DATE/TIME
FOR RECEIPT OF APPLICATIONS: | November 26, 2020 17:00 PM |
| 5. POSITION TITLE: | Supervisory Financial Analyst |
| 6. MARKET VALUE: | FSN-12, (\$52,674 - \$79,002) per annum
In accordance with AIDAR Appendix J and the
Local Compensation Plan of USAID/ South
Sudan. Final compensation will be negotiated
within the listed market value. |
| 7. PERIOD OF PERFORMANCE: | 5 Years. The services provided under
this contract is expected to be of a continuing
nature that will be executed by USAID through a
series of sequential contracts, subject to the
availability of funds. |
| 8. PLACE OF PERFORMANCE: | US Embassy, Kololo Road |
| 9. SECURITY LEVEL REQUIRED: | RSO Certification/Facility Access |

10. BASIC FUNCTIONS:

The Supervisory Financial Analyst (SFA) is responsible for managing, supervising, guiding and mentoring a team of two Financial Analysts (FAs) in the Office of Financial Management, USAID/South Sudan. In addition, the SFA provides leadership and long term strategic planning to facilitate the work of FAs in providing a full range of financial management and advisory services in support of USAID/South Sudan Development Objective (DO) teams; including; reviews of financial terms and conditions on project agreements, contracts, grant agreements and other instruments for compliance with applicable rules, regulations, and procedures relating to accounting and fund controls; participating as key members of the technical/DO teams throughout the Program Cycle in activities such as periodic portfolio and/or project implementation reviews, procurement planning exercises. The SFA supports the implementation of key USAID initiatives like promoting the Administrator's goal of supporting our host country and local non-governmental partners on the journey to self-reliance. The SFA leads the performance of various types of audits, financial reviews, pre-award surveys, close out reviews, special assessments as requested, public financial management risk assessments, capacity building activities, etc. The SFA is also responsible for ensuring compliance with USAID audit requirements for all contracts, grants, and cooperative agreements; prepares and executes the annual audit management plan. Finally, the SFA manages the annual review of the Mission's internal control systems as required by the Federal Manager's Financial Integrity Act (FMFIA); and participates in the assessment of partner country public financial management and procurement systems. The SFA reports to the Controller, and acts as a back up to the Deputy Controller/Chief Accountant in his/her absence.

11. AREA OF CONSIDERATION: Cooperating Country Nationals (CCNs) applicants. Cooperating country national means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

13. POINT OF CONTACT: jubahr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION: A master's degree in Accounting, Finance, Business Administration or related field is required. In addition, a professional certification, (e.g. CPA or ACCA) is required.

EXPERIENCE: A minimum Five (5) years post CPA/ACCA progressive experience in professional financial analysis, accounting or auditing firm is required. Experience leading teams, either formally or informally, is required.

EVALUATION AND SELECTION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application and the following evaluation factors.

EDUCATION (10%): A master's degree in Accounting, Finance, Business Administration or related field is required. In addition, a professional certification, (e.g. CPA or ACCA) is required.

EXPERIENCE (20%): : A minimum Five (5) years post CPA/ACCA progressive experience in professional financial analysis, accounting or auditing firm is required. Experience leading teams, either

formally or informally, is required.

LANGUAGE (10%): Level IV (fluency – speaking/reading/writing English is required.

KNOWLEDGE, SKILLS AND ABILITIES (60%): A thorough knowledge and understanding of generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS); principles and accepted practices of South Sudanese governmental and business institutions with regards to finance, accounting, budgeting and reporting; as well as governmental and not-for-profit accounting, budgeting and reporting are required. Excellent leadership skills, personnel management and supervision skills are required. Skills and abilities in performing audits (financial and programmatic), internal control assessments, financial reviews, compliance reviews, etc. are required. Ability to perform sophisticated analysis of management controls and capabilities of partner/beneficiary organizations is required. Ability to evaluate financial aspects of activities and programs, institutional capacities and capabilities is required. Ability to present results and recommendations to a broad audience, both orally and in writing, is also required. Excellent interpersonal skills are required, as incumbent will frequently be working with the officials and staff of the Host government, Contractors, Grantees, and others who may be unfamiliar with USAID's programming and budgeting process.

PRESENTING AN OFFER

- a) Eligible Offerors are required to complete and submit the offer form:
 - Cover Letter of Interest
 - An up-to-date Resume/C.V.
 - USAID Application Form (to be filled out completely). The Application form is available for download from the internet <https://ss.usembassy.gov/embassy/jobs/>
 - A Valid South Sudan driving License.
- b) Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
- c) To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

III. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms.

1. *Medical History and Examination Form (Department of State Forms)*
2. *Security Questionnaire for Locally Employed staff*
3. *Finger Print Card (FD-258)*

IV. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized in accordance with Mission policy and local labor law.

V. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 302-4** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations> .

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission in South Sudan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

END OF SOLICITATION